



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

July 16, 2008

Robert Wall, General Manager
Sawing Services Company
20871 Plummer St.
Chatsworth, CA 91311

Dear Mr. Wall:

RE: FINAL MONITORING REPORT for Sawing Services Company – ET07-0237

CONTRACT INFORMATION

| | | | |
|---------------------------------|---------------------|------------------|----------|
| Term of Agreement | 12/30/06 – 12/29/07 | Agreement Amount | \$28,080 |
| Type of Trainee | Retrainee | Number to Retain | 18 |
| Training Start Date | 01/31/07 | Range of Hours | 8-60 |
| Date Training Must Be Completed | 09/30/07 | Weighted Avg Hrs | 60 |

TRAINING STATUS

Project Statistics Provided by the ETP Online Systems and Fiscal Closeout Report

| | | | |
|--|----|---------------------|----|
| Trainees Started Training | 18 | Completed Training | 15 |
| Trainees Enrolled | 18 | Completed Retention | 14 |
| Dropped Following Enrollment | 3 | In Retention Period | 0 |
| No. Completed Minimum Reimbursable Hours | 15 | | |

The ETP Monitoring Analyst attempted to contact you for input via email on April 2, 2008, and again by telephone on June 27 and July 10, 2008; however, there has been no response to date.

Your ETP Agreement was approved at the December 2006 Panel meeting; training began January 31, 2007 and ended September 28, 2007. You delivered a total of five, two-hour classes in Manufacturing Skills: ten trainees received eight hours of class/lab training, and seven trainees received 10 hours each. You submitted your progress payment and closeout invoices on April 2, 2008 and were reimbursed in the amount of \$3,172 (11% of the ETP funding amount) for 14 trainees that met all performance requirements. Three trainees were dropped with one additional drop pending.

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(619) 686-1920

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ETP (04/15/05)

Training Status (continued):

You previously reported that trainees were receptive to training and that they generally became more goal-oriented and focused on their work as a result of training. You were able to reinforce shop procedures, improve trainee job skills, promote teamwork, and boost moral. You also indicated that the original plan was to deliver a minimum of two hours of training per month per person, but that the production schedule did not allow you to provide as much training as you anticipated. No issues or problems were reported.

ATTENDANCE ROSTERS

The Monitor previously reviewed four of the five class/lab rosters and found that ETP requirements were met and properly documented on the sampling: the Training Plan was followed; the curriculum was provided as specified; and the 1:20 trainer to trainee ratio was maintained. Class/lab hours that had been entered to track your own time as the trainer were removed from the tracking system as requested.

These findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. It is your responsibility to ensure that 100% of all training records are in compliance with Panel requirements prior to the closeout of this Agreement (Reference: Title 22 California Code of Regulations, Section 4442).

AUDIT

Sawing Services Company will be notified in writing if this Agreement is selected for a field audit (conducted at your worksite) or a desk audit (conducted by telephone). Audit Notification and Confirmation letters will be sent in advance to allow ample preparation time, and will include a list of documentation that the auditor may examine. Original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters and sign-in sheets
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Please contact your Monitoring Analyst within ten working days at (818) 755-3633 or nweingart@etp.ca.gov if you have any questions or comments. Thank you for your participation in the ETP training program.

Sincerely,

Dolores Kendrick, Manager
Los Angeles Regional Office

Naomi Weingart, Contract Analyst
Los Angeles Regional Office

Cc: David Guzman, Chief, ETP Program Operations Division (email)
Amber Luiz, ETP Assistant Director (email)
ETP Master File
ETP Project File

Date report mailed to Contractor _____